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"Memo to DNFAE"*

S E C R E T

7 February 1978

MEMORANDUM FOR: Director National Foreign Assessment Center
FROM : Presidential Briefing Coordinator
SUBJECT : Presidential Briefing Preparation Schedule

1. In compliance with your directions today a Presidential briefing schedule is attached. It has not been coordinated with anybody.
2. This schedule could be met if:
 - A. Responsible officers provide the DCI good packages of backup material early in the week indicated, say by COB Tuesday. Outlines of the briefings should go with backup material packages.
 - B. The DCI studies the backup material and gives feedback on the outlines.
 - C. Responsible officers provide the DCI drafts of the briefings which adhere to the approved outlines before the DCI/NFAC meeting, say by COB two days before. (I have asked the DCI scheduler to consider holding DCI/NFAC meetings on Friday vice Wednesday.)
 - D. The DCI/NFAC meetings are held and exchanges occur in them.

Copy to: DDNFAC
ADNFAC/SS

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